

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**June 24, 2024**

Chair Dick Weingart called the meeting to order at 7:05 PM. Present were Board members Link Diwan, Linda Caron, Jeremiah Rufini, Victor Boomer; Alternate Peter Haines. Others present was Finance Manager Val Garrison. Absent were Board members Bill Jenkins; Alternate Matt Foster and Alternate Izzy Alvarez.

3. **SEATING OF ALTERNATES:** Alternate Peter Haines seated for Board member Bill Jenkins.
4. **AUDIENCE FOR CITIZENS:** None
5. **ADDITIONS OR CHANGES TO THE AGENDA:** None
6. **GUESTS:** None
7. **REPORTS**
  - a. **Board Member Reports:**  
Information on the audit entered into FMHS (will email the auditor about the Audit Engagement Letter).
  - b. **Staff Reports:** No Reports
8. **APPROVAL OF MINUTES – Regular/Special meeting(s): 6/10/24**  
*Motion to approve June 10, 2024 regular meeting minutes, made by Victor Boomer, seconded by Linda Caron and carried unanimously.*  
Link Diwan arrived at the meeting.
9. **CORRESPONDENCE:** None
10. **OLD/NEW BUSINESS:**
  - a. **Consider and act on funds transfers and budget line-item additions/adjustments as requested:** None
11. **FY 2024-25 BUDGET WORKSHOP**
  - a. **Review of REVISED BOF Budget calendar & schedule:**
    - Monday, July 8, 2024: Regular Meeting @7pm (Town Hall)
    - Tuesday, July 9, 2024: Town Budget Meeting and BOF Budget Presentation @7pm (Senior Center)
    - Wed., July 17, 2024: Town Budget Referendum @Noon to 8pm (Chaplin Volunteer Fire Dept.)
    - Thurs., July 18, 2024: Special Meeting to set Mill Rate for FY 2024-25 @7pm (Town Hall)
  - b. **Review OPTIONS for budget reductions and adjustments:**  
Reviewed budget reductions and adjustments for the following:  
Revenues – Tax Collections (added \$10,000 to Prior Year Taxes, \$20,000 to Interest/Liens/Fees suggested by the Tax Collector); increased Collection rate to 98.75%; Investment Interest; Miscellaneous Revenues; Webster Bank (no longer dealing with); Town Clerk (copies; recording fees); Vital Statistics (copies and licenses); Circuit Court. Reduction in Tax Revenue due to Algonquin depreciation since 2020-21 is \$482,365 (approx. 1.93 mills).  
Expenses – General Govt. (increase for software and licensing fees not included in contract); Accountant (salary adjusted with 3% increase); Life Insurance (increase); Health Insurance (increase for 3 employees

added from the Union to the Town (no signed contract during open enrollment); Library (salary adjusted with 3% increase); CES BOE (reduction); RD11 (reduction); Resident Trooper program (removed). The proposed budget would have a deficit of \$72,230 and Fund Balance of about 12% with estimated mill rate of 29.95. Link Diwan suggested setting a different motor vehicle rate – increase to maximum amount set by the state (Dick suggested increasing the rate for personal property – Link will investigate).

**c. Consider and possible action on Board of Education/CES budget:**

***Motion to approve the Board of Education/Chaplin Elementary School budget for FY 2024-25 in the amount of \$4,092,213, made by Link Diwan, seconded by Victor Boomer and carried unanimously.***

**d. Consider and possible action on Town Government budget:**

***Motion to approve the FY 2024-25 Town Government budget in the amount of \$2,228,927, made by Jeremiah Rufini, seconded by Link Diwan and carried unanimously.***

**e. Consider and possible action on combined Town Govt. and Board of Education budget for FY 2024-25:**

***Motion to approve the combined FY 2024-25 Town Govt. and Board of Education budget in the amount of \$9,903.086, made by Victor Boomer, seconded by Linda Caron and carried unanimously.***

**f. Consider and possible action on Budget Letter and Executive Summary for Town Meeting:**

Suggestions to include in Budget Letter to taxpayers: total budget reduced to under \$10 million, reduced deficit by over \$20,000, reduced mill rate by 1.5, lower tax burden for median homeowner, took out Resident Trooper program, reduced the school budgets, large decrease in revenue due to Algonquin depreciation, General Government budget less than last year, graphs that show the shift in the Grand List.

**g. Consider and possible action on transfers from the General Fund to the CIP fund to support the CIP Plan:**

***Motion to appropriate and transfer the amount of \$112,674 from the FY 2024-25 General Fund Unassigned Fund Balance to the CIP Fund for the following project: Various projects per FY 2025-29 CIP Plan, made by Peter Haines, seconded by Link Diwan and carried unanimously.***

**h. Other budget issues for consideration: None**

**12. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:**

- a. Regular meeting: Standard meeting agenda and pertinent tasks from Annual Activity/Project Calendar

**13. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:**

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- b. Tuesday, July 9, 2024: Town Budget Meeting and BOF Budget Presentation @7pm (Senior Center)
- c. Wed., July 17, 2024: Town Budget Referendum @Noon to 8pm (Chaplin Volunteer Fire Dept.)
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**Action Items:**

- Review Board goals and policies for FY 2023-24:
  - 1) Board policies and Board Member handbook.
    - a) Revise BOE Non-Lapsing Carryover Account: Revise to reflect change of Bank, G/F accounts, and format.
    - b) Revise Board of Finance organizational documents and Bylaws.
    - c) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
    - d) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
    - e) Policy for dissemination of Personal Information of Board Members.
- Draft Memo Template for Agencies that are near budget.

- Fixed Assets Inventory.
- Budget management for agencies near budget limit.
- Fiduciary Fund for the Chaplin Elementary PTO and Fiduciary Fund for the Boy Scouts must be added to the BOE Education Financial Procedures and a regular monthly review of these funds must be established similar to that for the Fiduciary Fund for Student Activities.

**14. ADJOURN:**

***Motion to adjourn (8:29 PM) made by Link Diwan, seconded by Jeremiah Rufini and carried unanimously.***

***Respectfully submitted by Kathleen Scott  
Recording Clerk***